

9-4-07

10am

## MEETING ACTION NOTES -

Present: Dan Pulcrano (Chair of Subcommittee),  
Karl Hoffower (Subcommittee Member), Lisa  
Herrick (Staff), Dottie Disher (Staff)

City Hall Wing – 242

Absent: Ed Rast (Subcommittee Member) Barbara  
Conly (Staff), Steve Turner (Staff)

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Agenda Item #	Description of Action Taken/Action Item	Owner's Name (if applicable)	Target Date (if applicable)
A.1 & B. 2	Made recommendations regarding document retention and posting on-line, to be reviewed on 9/18.	Lisa Herrick	
	Referred retention schedules to the Public Records Subcommittee for comment.	Dottie Disher to Tom Manheim	
	Asked for Staff clarification of whether Council correspondence – in and out bound, is maintained in a file	Dottie Disher	9-18-07
	Asked Staff for clarification of whether each department has a checking account.	Dottie Disher	9-18-07
	Asked Staff for clarification of whether all bids and proposals are public.	Dottie Disher	9-18-07
	Asked Karl to review the Police Department's retention schedule for any additional recommendations for posting on-line; Karl will discuss at 10-2-07 meeting.	Karl Hoffower	10-2-07
A.2 & B.1	Made recommendations about website usability, structure, content and organizational structure. These recommendations will be reviewed on 9/18.	Lisa Herrick	9-18-07

**NOTE:** If you have questions, please contact Dottie Disher, Office of the City Clerk, 535-1259.